



## We All Belong AmeriCorps\* State Program

Hosted by the City of Burlington's Community and Economic Development Office

Vermont's population is becoming more diverse and reflective of a global citizenry. The We All Belong Program works with Burlington area non-profits, schools and city departments to help **create inclusive workplaces** and to offer more culturally competent **services, events and programming** for Burlington's increasingly diverse community. The City of Burlington seeks to address issues of race and gender inequity by making organizational shifts in programs and services. AmeriCorps\* State members support these shifts by serving with a participating agency as a full or part-time volunteer.

### **Position Title: Education and Outreach Coordinator**

### **ReSOURCE: A Nonprofit Community Enterprise**

The Education and Outreach Coordinator will explore new ways ReSOURCE can provide education and job skills training opportunities to underserved populations within Chittenden County and outlying areas. Specifically these populations are: 1. recently arrived youth and adult refugees (defined as those who have arrived in the past 5 years), 2. youth or adults who are completing their high school education outside traditional high school settings, and 3. un- or underemployed youth and adults who need job skills training to find and keep sustainable employment. These are new initiatives for ReSOURCE and will require extensive work with community agencies. A natural ability and openness to communicate through language barriers, demonstrate respect for individuals, cultures and communities, and a willingness to engage in creative problem solving are critical skills for this placement.

Key responsibilities will be to:

- **Represent** ReSOURCE at community events and outreach opportunities
- **Assess** the needs within the community and key players
- **Collaborate** with ReSOURCE staff and community partners to design and pilot new training programs
- **Design** or **research** evaluation tools to determine effectiveness of programs for the community and participants
- **Deliver** professional training to participants necessary for success in school and work
- **Report** on progress of programs and participants as needed
- **Explore** cultural competency tools and examples of diversity and equity initiatives and suggest implementation plans for ReSOURCE

### Skills and Qualifications

- **Knowledge** about Chittenden County and Vermont's ethnic and cultural diversity
- **Direct:** Experience working with people from diverse backgrounds
- **Creativity and innovation:** ability to see opportunities and develop new ways to serve participants
- **Self direction:** ability to take initiative and be self-directed while keeping key players informed of work and progress
- **Communications:** skilled in speaking directly but sensitively through language barriers, while providing constructive feedback, and through difficult conversations
- **Collaborative spirit:** ability to take on a variety of roles while working as part of a team
- **Education level:** no specific educational degree is required

Full Time AmeriCorps positions are 1700 hours of service from September 2014 thru August 2015. Member benefits include a \$12,300 living allowance and a \$5,645 Education Award (upon successful completion of service) that may be used for qualified educational expenses or payment of qualifying student loans. Part Time AmeriCorps positions are 900 hours of service from September 2014 thru August 2015. Part time benefits include a \$6,519 living allowance and a \$2,822 Education Award. We All Belong AmeriCorps\* members join a team of 16 other members, each serving in agencies and organizations across the Burlington, VT area.

If you need an accommodation please call 802-865-7144 or for more information on the program see our website: <http://www.burlingtonvt.gov/CEDO/AmeriCorpsState-Program>

**How to Apply**

Send a resume, cover letter and two (2) references to Samantha Crosby, Recruitment Team Captain. **Please send as one PDF document with email subject line listing the position title to [americorpsweallbelongprogram@gmail.com](mailto:americorpsweallbelongprogram@gmail.com)**